



City Attorney

General Information

Classification Code:	MGREXE
Effective Date:	May 9, 2022
Pay Grade:	E91
FLSA Status:	Exempt

Position Summary

Under the general administrative direction of the City Council, the City Attorney, provides professional legal services to the City Council, City Manager, City departments, and City committees and commissions. Provides legal advice on a variety of subjects including public meeting and hearing procedures, contracts, changes in laws, code changes, public records requests, media inquiries, risk assessments and other complex legal issues. Represents the City in legal actions and proceedings at various courts, litigation, administrative hearings, negotiations and other proceedings. Researches, prepares, creates, and reviews legal documents and opinions. Directs the work of outside contract attorneys as necessary including City Prosecutor's Office. Supervises professional and support staff and manages department operations and budget. Performs other related duties and functions.

Classification Characteristics

The City Attorney is in the Executive Manager classification. Incumbents apply advanced management principles with critical impact on citizens and the organization; employ strategic thinking having long-term citywide application and impact; develop and implement programs critical to the City; and control complex functions and major resources. Incumbents provide overall direction for City Departments and functions. Positions are accountable for major program outcomes for the department as well as integration with other departments. Direction is given across functions or organizations, with responsibility for overall objectives, staffing and resource allocation.

This position has final legal authority over most matters having legal impact on the City. It performs work requiring an advanced level of knowledge and experience, independent judgment, and decision-making. Assignments include a high level of involvement in development and analysis of policies; issues and problems addressed are highly complex, varied, and have competing importance, outcomes, and impacts to the organization. Receives work assignments in the form of objectives, priorities, and deadlines. Performs all duties independently and exhibits skills that allow the incumbent to take on new assignments with limited or no additional training.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Administers department budget, manages outside counsel and contracts, and provides legal advice regarding personnel, risk/safety, and other issues impacting the City.
- 2 Manages and supervises staff to include scheduling, prioritizing, assigning, monitoring and reviewing work; conducting performance evaluations; ensuring staff are trained, ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment; investigates complaints and recommends grievance responses; and making hiring, termination, and disciplinary recommendations.
- 3 Prepares legal opinions, drafts ordinances, resolutions, contracts, deeds, leases, and other legal documents, determining priorities and timelines for the resolution of numerous competing legal issues. Develops creative solutions to legal issues and problems to satisfy departments and differing policy objectives.
- 4 Monitors changes in state and federal regulations, standards, and legislation governing municipalities; assists City departments to develop revised policies to meet compliance requirements for new legislation.

Essential Duties	
5	Performs legal research, drafts memos, and provides legal opinions regarding all facets of municipal law, including, but not limited to, contracting, finance, zoning and land use, permitting, public works, public records, risk management, human resources, real estate, code, policies, inter-local agreements involving City operations; assures documents reflect the City's intent and interests, limit the City's liability, and comply with applicable laws, policies and programs.
6	Attends City Council, Planning Commission, boards and commission, public hearings and other meetings or work sessions as required. Performs highly complex legal research and prepares written and oral opinions on various legal issues for the City Council, City departments and various boards and commissions.
7	Reviews documents and provides legal opinions and advice; makes appropriate decisions based on knowledge of state and federal laws, City policies, and legal standards; assures the legality of City operations.
8	Conducts legal research concerning complex problems or projects and prepares reports, memoranda and draft opinions containing proposed or recommended courses of action or solutions. Responds to and resolves sensitive and complex inquiries and complaints.
9	Represents and defends the City in legal actions and administrative proceedings; conducts or oversees investigations; drafts and finalizes court pleadings and briefs; negotiates settlements; makes presentations. Negotiates contracts and agreements with public and private entities as directed by the City Council and City Manager.
10	May provide in-house preventative education and training seminars to City Council and employees in relevant legal areas.
11	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications
Minimum Qualifications: <ul style="list-style-type: none"> • Doctor of Jurisprudence degree from an accredited school of law and 7-10 years increasingly responsible experience in a field related to area of assignment; and 5 or more years of management experience (including at least 2 years of executive management experience or experience equivalent in scope or complexity). Any combination of education and experience which provides the required knowledge, skills, and abilities is qualifying. • Minimum of five (5) years of experience in a municipal or governmental law environment preferred. • Must be able to pass a background check.
Licensing/Certifications: <ul style="list-style-type: none"> • Member in good standing of the Oregon State Bar Association and licensed to practice law in the State of Oregon. • Must be able to obtain and maintain Criminal Justice Information Services (CJIS) clearance within 30 days of hire.
Technology Skills: <ul style="list-style-type: none"> • Accounting software — Fund accounting software • Database user interface and query software • Document management software — Microsoft Office, SharePoint, OneDrive, Worldox • Electronic mail software — Microsoft Office • Information retrieval or legal research software — Westlaw • Internet browser software — Web browser software • Office suite software — Microsoft Office

Qualifications
<ul style="list-style-type: none"> • Presentation software — Microsoft PowerPoint • Spreadsheet software — Microsoft Excel • Word processing software — Microsoft Word
<p>Knowledge Required:</p> <ul style="list-style-type: none"> • Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. • Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. • English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. • Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. • Legal Research — Knowledge of materials and methods of legal research. • Legal Procedure — Knowledge of judicial and administrative procedures, rules of evidence, and appeal procedures.
<p>Skills:</p> <ul style="list-style-type: none"> • Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. • Speaking — Talking to others to convey information effectively. • Reading Comprehension — Understanding written sentences and paragraphs in work related documents. • Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. • Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. • Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one. • Negotiation — Bringing others together and trying to reconcile differences. • Persuasion and Advocacy — Persuading others to change their minds or behavior and advocating for the City's interests. • Writing — Communicating effectively in writing as appropriate for the needs of the audience. • Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making. • Time Management — Managing one's own time and the time of others. • Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do. • Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. • Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes. • Coordination — Adjusting actions in relation to others' actions. • Instructing — Teaching others how to do something. • Service Orientation — Actively looking for ways to help people. • Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things. • Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
<p>Abilities:</p> <ul style="list-style-type: none"> • Oral Expression — The ability to communicate information and ideas in speaking so others will understand. • Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Qualifications

- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Speech Recognition — The ability to identify and understand the speech of another person.

Physical Requirements

Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)
	0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS					
Standing			X		
Sitting					X
Walking – Even Surface			X		
Walking – Uneven Surface	X				
Kneeling		X			
MOVEMENTS					
Bending/Stooping		X			
Twisting	X				
Crawling	X				
Squatting/Crouching		X			
Balancing	X				
Reach – Overhead	X				
Reach – Forward		X			
Reach – Backward	X				
Climbing – stairs	X				
	0%	1-10%	11-35%	36-75%	76-100%
PUSH/PULL					
0-10 lbs.			X		
11-20 lbs.		X			
21-50 lbs.	X				
51-75 lbs.	X				
76-100 lbs.	X				
ENVIRONMENTAL HAZARDS					
Indoors					X
Outdoors	X				
Dust		X			
Fumes/Odors/Gasses	X				
Chemical Agents	X				
Biological Agents	X				
Noise – Low	X				
Noise – Moderate		X			
Noise – High		X			

Physical Requirements										
Climbing - ladder	X					Low Light	X			
USE OF HANDS						Heat		X		
Grasping – whole hand		X				Cold		X		
Grasping – pinch grip			X			Restricted workspace	X			
Fine manipulation/feeling			X			Vibration – whole body	X			
Keyboarding				X		Vibration - extremity	X			
LIFT/CARRY						JOB SPECIFIC				
0-10 lbs.			X			Driving – vehicle/equipment		X		
11-20 lbs.		X				Operate foot controls				
21-50 lbs.	X					Seeing				X
51-75 lbs.	X					Talking			X	
76-100 lbs.	X					Hearing			X	
						Extended work hours		X		

Classification History

Created 2021.02

2022.05 Revisions and reformatting by HR

I have reviewed the job description.

Employee: Name_____ **Signature** _____ **Date** _____